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Rubrics: Assignments

Blackboard allows instructors to add rubrics to their course, embedded within Blackboard. This feature will allow you to easily grade assignments.

If you do not currently use rubrics in assignments, you may consider doing so; we have provided general sample rubrics for your review.

1. Adding a Rubric to an Assignment

You can either add a rubric when you create the assignment or edit an existing assignment to add a rubric.

- To edit your assignment to add a rubric:
  - Go to your Assignments area.
  - Find the assignment in question.
  - Hover over the top of the assignment and click on the drop-down arrow to the right of the assignment title.
o From the drop-down, choose Edit.

![Assignment 1 EditDropdown](image)

| Edit | Adaptive Release | Adaptive Release: Advanced | Add Alignments | Set Review Status (Disabled) |

o Scroll to the Grading section.
o Make sure the Points Possible are the same as your rubric.
o Click on Add Rubric.

![GRADING Section](image)

o You have three different options; however, for first-time use, you will choose the second option, Create New Rubric.

![Add Rubric Popup](image)

If you have already created a rubric in this course, you can use the Create From Existing option to edit or reuse one.

**Note:** Rubrics cannot be accessed course to course unless exported and imported; see Exporting and Importing Rubrics.

- A new window will pop up (*be sure to have pop-up windows enabled*).
- Give your rubric a name in order to be able to reference it later.
- You may also give it a description for future reference.

![RUBRIC INFORMATION](image)
• You may create a new rubric or copy and paste information from an existing rubric that you have used in the past.
• First, make sure that the amount of Rows and Columns match what you want.

![Add Row, Add Column, Rubric Type: Percent]

• Next, change the Rubric Type. For the General Sample: Writing Assignment Rubric, it uses a point range (ex: 10 to 20 points, rather than only 15 points possible).

![Levels of Achievement, Percent, No Points, Points, Point Range]

• Using Points or Point Range will remove all references to weighted grades and percentages – this is our recommendation.
• Next, you can start editing your rows and columns.
  • You can edit rows or columns by clicking on the drop-down arrow to the right of the column or row title.
  • Notice that the option to Delete is also located in the drop-down.
  • To edit the title, choose the Edit option.
  • A box will come up for you to retype a title.

![Novice, Competent, Edit, Delete this column, Novice]
Once your titles are accurate, you can reorder them easily by clicking the Criteria and Levels of Achievement buttons in the upper left-hand corner of your rubric.

When Levels of Achievement (columns) is clicked on, you can select the column and then use the arrows to rearrange.

When Criteria (rows) is clicked on, you can select the row and then use the arrows to rearrange.

Now, you can type point ranges for each row and column. Additionally, you also need to type in the criteria and level of achievement of each box, or paste from another rubric.
Once all rows and columns are completed, click Submit at the bottom of the page.
You may get a pop-up message asking to adjust the Points Possible to match the maximum points possible on your rubric. Approve the adjustment; however, after approval, make sure the Points Possible is what you intended.

Once your rubric is ready, you will see this:

From here you can:
1) Remove the rubric
2) Review the rubric
3) Edit the rubric
4) View the title
5) View when the last edits were made
6) Have the option to Show the Rubric to Students

Note: Leave the Type as default, Used for Grading.

If at any time you are unsure what a button does, simply hover over the top of it, without clicking. A message will appear with helpful information.
The rubric will default as hidden from your students; however, if you want to change the option and show the rubric to students:
   o Click on the icon below Show Rubric to Students.
Three options will appear.

- Once you are satisfied with your assignment and rubric settings, click Submit.
- The assignment will appear the same as a regular assignment.

2. Grading an Assignment with a Rubric

- To grade an assignment with a rubric, go to the Grade Center. (You can also access the assignments from the Needs Grading page.)
- The assignment will appear as usual:

![Grade Center: Full Grade Center](image)

- To grade the assignment, click on the drop-down arrow to the right of the yellow icon.
- From the drop-down, choose Attempt (with the date).

![Assignment 1 drop-down](image)

- Once you are ready to assign a grade to the paper, you can view the rubric in two ways:
1) First, click on the rubric link, under Grade by Rubric.

- If you don’t see this option, you may need to expand the grading panel by clicking on the down arrow.

- Your rubric categories will appear.
Click on the section and point value you feel the student earned.

To show descriptions from the rubric or to provide individual feedback to each criterion, check the boxes at the top of the rubric area.

Once a section is clicked on, a green checkmark appears.

If you had Point Range selected, you now have the opportunity to set that. The rubric defaults to the middle value for each criterion.

After points have been added, you will see a Raw Total at the bottom of the page. You may decide to adjust the point total in the box provided.

Once you are done with grading and feedback, click Save Rubric.

Note: Feedback provided in this area is only effective if you allow your students to see the rubric after grading. This was an option when you set up the rubric.
2) The second way to view and grade via rubric is by clicking on the View Rubric in Window button that is found in the Grade by Rubric section to the right of the rubric link.

- The rubric will open in a pop-up window (be sure to have pop-up windows enabled).
- It will appear in a grid view and include the description for each criterion:

### Rubric Detail

*Select Grid View or List View to change the rubric's layout. More Help*

Name: General Sample: Writing Assignment Rubric

<table>
<thead>
<tr>
<th>Grid View</th>
<th>List View</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Novice</strong></td>
<td><strong>Developing</strong></td>
</tr>
<tr>
<td><strong>Topic</strong></td>
<td></td>
</tr>
<tr>
<td>0 (0%) - 5 (5%)</td>
<td>6 (6%) - 10 (10%)</td>
</tr>
<tr>
<td>Topic undefined, unrelated, or chosen without approval</td>
<td>Topic approved; used without focus, undefined</td>
</tr>
<tr>
<td><strong>Critical Thought</strong></td>
<td></td>
</tr>
<tr>
<td>0 (0%) - 5 (5%)</td>
<td>6 (6%) - 10 (10%)</td>
</tr>
<tr>
<td>The paper indicated that no critical thought was given to the specified topic or discussion</td>
<td>The paper did not develop appropriately. Multiple factors were lacking.</td>
</tr>
<tr>
<td><strong>MLA Guidelines</strong></td>
<td></td>
</tr>
<tr>
<td>0 (0%) - 5 (5%)</td>
<td>6 (6%) - 10 (10%)</td>
</tr>
<tr>
<td>Specified guidelines were not used, or not used appropriately (citing sources, documentation, etc.)</td>
<td>Numerous mistakes made with citations and documentation</td>
</tr>
<tr>
<td><strong>Cited Sources</strong></td>
<td></td>
</tr>
<tr>
<td>0 (0%) - 5 (5%)</td>
<td>6 (6%) - 10 (10%)</td>
</tr>
<tr>
<td>Sources were not properly cited; did not include minimum number of references</td>
<td>Sources were not properly cited; included minimum number of references</td>
</tr>
<tr>
<td><strong>Overall Structure</strong></td>
<td></td>
</tr>
<tr>
<td>0 (0%) - 5 (5%)</td>
<td>6 (6%) - 10 (10%)</td>
</tr>
<tr>
<td>Major formatting errors; paper did not meet minimum length requirement; poor sentence structure, grammar usage, etc.</td>
<td>Major formatting errors; paper met length requirement, poor sentence structure, grammar usage, etc.</td>
</tr>
</tbody>
</table>
Click on the section and point value you feel the student earned. Once a section is clicked on, a green checkmark appears as well as a box for feedback.

If you had Point Range selected, you now have the opportunity to set that. The rubric defaults to the middle value for each criterion.

After points have been added, you will see a Raw Total at the bottom of the page. You may decide to adjust the point total in the box provided.

Once you are done with grading and feedback, click Save at the bottom or top.

Note: Feedback provided in this area is only effective if you allow your students to see the rubric after grading.

- Once you save, the Grade field will have your rubric grade value.
- You can still provide additional Feedback to Learner or Grading Notes.
- Click Submit when you are done.
- To edit a grade, simply follow the steps above again.
3. Student’s View of an Assignment Rubric – Before & After Grading

- If you allow a student to see the rubric before they complete the assignment, it will appear when they click on the assignment, below Points Possible.

- When they click on View Rubric, they will see a pop-up window with the rubric.

Note: You may choose to not show them point values.

- Once the student submits their assignment, they will no longer have access to the rubric.
- After you have graded the student’s assignment, they can see your feedback in their My Grades area.
- They will have a link to click on the rubric.
Feedback will appear as below in Grid View.

The student can also view general grading feedback by clicking on the icon next to their grade.
Blackboard allows instructors to add rubrics to their course, embedded within Blackboard. This feature allows you to easily grade Discussion Board posts or replies.

If you do not currently use rubrics for Discussion Board, you may consider doing so; we have provided general sample rubrics for your review.

1. **Adding a Rubric to a Discussion Board**

   You can either add a rubric when you create the Discussion Board Forum or edit an existing Forum to add a rubric.

   *Note: The following steps are for instructors who have grading within the Forum activated. If you do not have your Discussion Boards set up to grade within the Forum, you can add a rubric through the Grade Center or edit your Forum for grading. Please ask our office about either of these processes.*

   - To edit your Discussion Board Forum to add a rubric:
     - Go to Discussion Board.
     - Find the Discussion Forum in question.
     - Hover over the top of the Forum and click on the drop-down arrow to the right of the Forum title.
     - From the drop-down menu, choose the Edit option.
     - Scroll to the Forum Settings section.
     - Make sure the “Grade Discussion Forum: Points Possible” is the same as the rubric.
     - Under Associated Rubrics, click on Add Rubric.

   ![Discussion Post and Edit Menu](image.png)
You have three different options; however, for first-time use, you will choose the second option, Create New Rubric.

If you have already created a rubric in this course, you can use the Create From Existing to edit or reuse one.

Note: Rubrics cannot be accessed from course to course, unless exported and imported; see Exporting & Importing Rubrics.

- A new window will pop up (be sure to have pop-up windows enabled).
- Give your rubric a name in order to be able to reference it later.
- You may also give it a description for future reference.

You may create a new rubric or copy and paste information from an existing rubric that you have used in the past.

First, make sure that your Rows and Columns match what you want.

Next, change the Rubric Type. For the General Sample: Discussion Board Rubric, it uses a point range (ex: 0 to 3 points, rather than only 3 points possible).
• Using Points or Point Range will remove all references to weighted grades and percentages — this is our recommendation.

• Next, you can start editing your rows and columns.
  o You can edit rows or columns by clicking on the drop-down arrow to the right of the column or row title.
  o Notice that the option to Delete is also located in the drop-down.
  o To edit the title, choose the Edit option.
  o A box will come up for you to retype a title.

  ![Edit Column](image)

  ![Delete Column](image)

  ![Edit Title](image)

  ![Reorder Levels of Achievement](image)

  ![Reorder Criteria](image)

  o Once your titles are accurate, you can reorder them easily by clicking the Criteria and Levels of Achievement buttons in the upper left-hand corner of your rubric.

  ![Levels of Achievement](image)

  ![Criteria](image)

  ![Reorder Rubric](image)

  o When Levels of Achievement (columns) is clicked on, you can select the column and then use the arrows to rearrange.

  ![Levels of Achievement Reorder](image)

  ![Criteria Reorder](image)

  o When Criteria (rows) is clicked on, you can select the row and then use the arrows to rearrange.
Now, you can type point ranges in for each row and column.
Additionally, you also need to type in the criteria and level of achievement of each box, or paste from another rubric.

Once all rows and columns are completed, click Submit at the bottom of the page.
You may get a pop-up message asking to adjust the Points Possible to match the maximum points possible on your rubric. You may approve the adjustment; however, after approval, make sure the Points Possible is what you intended.

Once your rubric is ready, you will see this:

From here you can:
1) Remove the rubric
2) Review the rubric
3) Edit the rubric
4) View the title
5) View when the last edits were made
6) Have the option to Show the Rubric to Students

Note: Leave the Type as default, Used for Grading.
• If at any time you are unsure what a button does, simply hover over the top of it, *without clicking*. A message will appear with helpful information.

• The rubric will default as hidden from your students; however, if you want to change the option and show the rubric to students:
  o Click on the icon below Show Rubric to Students.

  ![Show Rubric to Students](image)

  o Three options will appear.

  ![Show Rubric to Students](image)

• Once you are satisfied with your Forum edits and rubric settings, click Submit.

• The Discussion Board Forum will appear the same as a regular Forum.

2. **Grading a Discussion Board with a Rubric**

   *Again, the following steps are for instructors who have grading within the Forum activated. If you do not have your Discussion Boards set up to grade within the Forum, you can add a rubric through the Grade Center or edit your Forum for grading. Please ask our office about either of these processes.*

• To grade a Discussion Board with a rubric, go to your Discussion Board as usual.
• Click into the appropriate Forum.
• Click on Grade Discussion Forum on the action bar on the top left.

  ![Forum: Discussion Post 1](image)

• All of your students’ names will appear in alphabetical order.
  o You will also see their number of posts.
  o If students do not appear alphabetically, click on Last Name.
To grade a particular student, click on Grade to the right of their name.

To expand basic information about the student’s Discussion Board activity within this particular thread, expand the Forum Statistics by clicking on the down arrow.

Once you have reviewed the posts and are ready to assign a grade, you can view the rubric in two ways.

1) First, click on the rubric link, under Grade by Rubric.
Your rubric categories will appear.

Click on the section and point value you feel the student earned.

To show descriptions from the rubric or to provide individual feedback to each criterion, check the boxes at the top of the rubric area.

Once a section is clicked on, a green checkmark appears.
o If you had Point Range selected, you now have the opportunity to select the exact points. The rubric defaults to the middle value for that criterion.

![Rubric Example]

o After points have been added, you will see a Raw Total at the bottom of the page. You may decide to adjust the point total in the box provided.

![Raw Total Example]

o Once you are done with grading and feedback, click Save Rubric.

![Save Rubric Button]

*Note: Feedback provided in this area is only effective if you allow your students to see the rubric after grading. This was an option when you set up the rubric.*

2) The second way to view and grade via rubric is by clicking on the View Rubric in Window button that is found in the Grade by Rubric section to the right of the rubric link.

![Grade by Rubric Example]
- The rubric will open in a pop-up window *(be sure to have pop-up windows enabled)*.

<table>
<thead>
<tr>
<th>Grid View</th>
<th>List View</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Post/Thread</strong></td>
<td></td>
</tr>
<tr>
<td>Novice</td>
<td>Competent</td>
</tr>
<tr>
<td>0 (0%) - 2 (8%)</td>
<td>3 (12%) - 5 (23%)</td>
</tr>
<tr>
<td>Student fails to provide important statements or points regarding topic; post is poorly written or partially incomprehensible</td>
<td>Student discusses their own ideas, opinions, and conclusions about topic. Post is comprehensible; however, it may not be fully developed to the point that it allows others to comprehend.</td>
</tr>
<tr>
<td>Reply Post/Thread</td>
<td></td>
</tr>
<tr>
<td>0 (0%) - 2 (8%)</td>
<td>3 (12%) - 5 (23%)</td>
</tr>
<tr>
<td>Student fails to provide appropriate feedback or simply agrees/disagrees with the original poster; reply is poorly written or partially incomprehensible</td>
<td>Student provides appropriate feedback to original poster; however, thoughts are not fully developed or examples are not quite clear</td>
</tr>
<tr>
<td><strong>Overall: Punctuation, Grammar, Minimum Length, and Spelling</strong></td>
<td></td>
</tr>
<tr>
<td>0 (0%) - 2 (8%)</td>
<td>3 (12%) - 5 (23%)</td>
</tr>
<tr>
<td>Post or combined posts contain multiple spelling, punctuation, or grammatical errors; did not meet the minimum word requirements; references are not being used; student did not provide references to information found from another source, or hyperlinks are invalid</td>
<td>Post or combined posts contain minimal spelling, punctuation, or grammatical errors; meets the minimum word requirements; references are being used; all hyperlinks are working correctly; however, all references are not properly supported</td>
</tr>
</tbody>
</table>

**Raw Total: 0.00000 (of 25.00000)**
Change the number of points out of 25.00000 to: __________

**Feedback to Learner**: Students will not see this feedback unless you set the rubric grading score to be visible to the students.

- Click on the section and point value you feel the student earned. Once a section is clicked on, a green checkmark appears as well as a box for feedback.

**Competent**

<table>
<thead>
<tr>
<th>Points: 4 (16%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student discusses their own ideas, opinions, and conclusions about topic. Post is comprehensible; however, it may not be fully developed to the point that it allows others to comprehend.</td>
</tr>
<tr>
<td>Feedback:</td>
</tr>
</tbody>
</table>

```
If you had point range selected, you now have the opportunity to set that. The rubric defaults to the middle value for that criterion.

After points have been added, you will see a Raw Total at the bottom of the page. You may decide to adjust the point total in the box provided.

Once you are done with grading and feedback, click Save at the bottom.

Note: Feedback provided in this area is only effective if you allow students to see the rubric after grading.

- You can now provide additional feedback or make grading notes (Add Notes). Grading notes are only seen by the instructor.
- When done, click on Submit.
- To exit this student’s Forum activity, click on the OK button at the bottom of the page.

OR, you can toggle through students by using the arrows next to Contributors.
• You may also jump to another student by using the drop-down under the student’s name.

  - To see all students, even those who haven’t completed posts, check the Show All box.

• To edit a grade, simply re-click on Grade, next to the student’s name, on the main Grade Discussion Forum page (or follow the steps above again).

3. **Student’s View of a Discussion Board Rubric – Before & After Grading**

  • If you allow your students to see the Discussion Board Rubric before posting threads and you have grading enabled in the Forum, they can see it by going into the particular Forum.
  • Once in the Forum, they will have an option to click on Grading Information at the top of their page.

  ![Forum: Discussion Post 1](image)

  • They can see their same Discussion Board activity that you can within this particular Forum.
  • To see the rubric, they can click on the rubric button ( ).
- The rubric will appear in a pop-up window for the student to review.

### Rubric Detail

**A rubric lists grading criteria that instructors use to evaluate student work. Your instructor linked a rubric to this item and made it available to you. Select Grid View or List View to change the rubric's layout.**

**Name:** General Sample: Discussion Board Rubric

<table>
<thead>
<tr>
<th>Grid View</th>
<th>List View</th>
</tr>
</thead>
</table>
| **Initial Post/Thread** | **Novice** 0 (0.0%) - 2 (8.0%)  
Student fails to provide important statements or points regarding topic; post is poorly written or partially incomprehensible | **Competent** 3 (12.0%) - 5 (20.0%)  
Student discusses their own ideas, opinions, and conclusions about topic; Post is comprehensible; however, it may not be fully developed to the point that it allows others to comprehend | **Proficient** 6 (24.0%) - 9 (36.0%)  
Student is able to present information on topic articulately; student provides support for their beliefs through supportive statements or academic research; post is understandable and concise |
| **Reply Post/Thread** | 0 (0.0%) - 2 (8.0%)  
Student fails to provide appropriate feedback, or simply agrees/disagrees with the original post; reply is poorly written or partially incomprehensible | 3 (12.0%) - 5 (20.0%)  
Student provides appropriate feedback to original poster; however; thoughts are not fully developed or examples are not quite clear | 6 (24.0%) - 8 (32.0%)  
Student provides appropriate feedback to original poster; builds on discussion; thoughts are clear and concise |
| **Overall: Punctuation, Grammar, Minimum Length, and Spelling** | 0 (0.0%) - 2 (8.0%)  
Post or combined posts contain multiple spelling, punctuation, or grammatical errors; did not meet the minimum word requirements; student did not provide references to information found from another source, or hyperlinks are invalid | 3 (12.0%) - 5 (20.0%)  
Post or combined posts contain minimal spelling, punctuation, or grammatical errors; meets the minimum word requirements; references are being used; all hyperlinks are working correctly; however, all references are not properly supported | 6 (24.0%) - 8 (32.0%)  
Post or combined posts are well written, with no spelling, punctuation, or grammatical errors; meets the minimum word requirements; references are being used; all hyperlinks are working correctly, or references are appropriately cited |
To see your rubric feedback after grading, they can go back to Grading Information and click on the rubric button again. This time it will show them your grading selections as well as any feedback.

Students may also access the rubric feedback through their Tools > My Grades area. If you have set the rubric to be seen by students after grading, then they can click on View Rubric from their My Grades page.
- If the student were to click on their Discussion Board title link, then they would be taken to the Discussion Board’s Grading Information page where they could review their posts and see your general feedback.
Rubrics: Test Questions

Blackboard allows instructors to add rubrics to their course, embedded within Blackboard. This feature allows you to easily grade essay, short answer, and file response test questions.

1. Adding a Rubric to Test Questions

You can either add a rubric when you create the essay, short answer, or file response test question or edit an existing test question to add a rubric.

- To edit your essay, short answer, or file response test question to add a rubric:
  - Find the test with the question(s) you wish to add a rubric to.
  - Hover over the title of the test and click on the drop-down arrow to the right.
  - From the drop-down, choose Edit.
o Scroll to the essay, short answer, or file response test question you want to add a rubric to.
o Hover over the top of the test question and click on the drop-down arrow to the right of the question title.
o From the drop-down, choose Edit.

![Image showing the test question and the drop-down menu option to edit.]

- Scroll down to Rubrics and click on Add Rubric.
- You have three different options; however, for first-time use, you will choose the second option, Create New Rubric.

If you have already created a rubric in this course, you can use the Create From Existing option to edit or reuse one.

**Note:** Rubrics cannot be accessed course to course unless exported and imported; see Exporting and Importing Rubrics.

- A new window will pop up (*be sure to have pop-up windows enabled*).
- Give your rubric a name in order to be able to reference it later.
- You may also give it a description for future reference.

![Image showing the rubric creation window.]

- You may create a new rubric or copy and paste information from an existing rubric that you have used in the past.
• First, make sure that the amount of Rows and Columns match what you want.

• Next, change the Rubric Type. Using Points or Point Range will remove all references to weighted grades and percentages – this is our recommendation.

• Next, you can start editing your rows and columns.
  o You can edit rows or columns by clicking on the drop-down arrow to the right of the column or row title.
  o Notice that the option to Delete is also located in the drop-down.
  o To edit the title, choose the Edit option.
  o A box will come up for you to retype a title.

  o Once your titles are accurate, you can reorder them easily by clicking the Criteria and Levels of Achievement buttons in the upper left-hand corner of your rubric.
When Levels of Achievement (columns) is clicked on, you can select the column and then use the arrows to rearrange.

![Reorder Rubric Levels of Achievement](image)

When Criteria (rows) is clicked on, you can select the row and then use the arrows to rearrange.

![Reorder Rubric Criteria](image)

Now, you can type point ranges for each row and column. **Keep in mind though that final point values for test questions are handled in the main test canvas.** Both point and percent-based rubrics adjust their calculations to match the assigned point value for the test question. So whatever maximum point value is assigned to the test question on the main test canvas page will override whatever points you've assigned within the rubric itself.

Additionally, you also need to type in the criteria and level of achievement of each box, or paste from another rubric.
Once all rows and columns are completed, click Submit at the bottom of the page.

- Once your rubric is ready, you will see this:

  From here you can:
  
  1) Remove the rubric
  2) Review the rubric
  3) Edit the rubric
  4) View the title
  5) View when the last edits were made
  6) Have the option to Show the Rubric to Students

  Notes: Leave the Type as default, Used for Grading

- If at any time you are unsure what a button does, simply hover over the top of it, without clicking. A message will appear with helpful information.

- The rubric will default as hidden from your students; however, if you want to change the option and show the rubric to students:
  o Click on the icon below Show Rubric to Students.
Three options will appear.

- Once you are satisfied with your assignment and rubric settings, click Submit.
- Questions that you’ve associated with a rubric appear with the rubric icon next to the points box.

2. Grading Test Questions with a Rubric

- To grade an essay, short answer, or file response test question with a rubric, go to the Grade Center. (*You can also access the test from the Needs Grading page.*)
- The test will appear as usual:

  ![Grading Test](image)

- To grade the test, click on the drop-down arrow to the right of the yellow icon.
• From the drop-down, choose Attempt (with the date).

• Once you are ready to assign a grade to the test question, you can view the rubric by clicking on the View Rubric button next to the points box.

  - The rubric will open in a pop-up window (be sure to have pop-up windows enabled).
  - It will appear in a grid view and include the description for each criterion.

![Rubric Detail](rubric_detail.png)
Click on the section and point value you feel the student earned. Once a section is clicked on, a green checkmark appears as well as a box for feedback.

If you had Point Range selected, you now have the opportunity to set that. The rubric defaults to the middle value for each criterion. After points have been added, you will see a Raw Total at the bottom of the page. You may decide to adjust the point total in the box provided.

Once you are done with grading and feedback, click Save at the bottom or top.

Note: Feedback provided in this area is only effective if you allow your students to see the rubric after grading.

- Once you save, the Points box will have your rubric grade value (adjusted to the question point value, if needed).
- You can still provide Response Feedback or general Feedback to Learner and Grading Notes for the attempt.
- Click Submit when you are done.

3. **Student’s View of a Test Question Rubric – Before & After Grading**

- If you allow a student to see the rubric before they complete the test question, it will appear when they are on the test question that has a rubric.
• When they click on View Rubric, they will see a pop-up window with the rubric.

![Rubric Detail](image)

**Note:** You may choose to not show them point values.

• Once the student submits their test, they will no longer have access to the rubric.
• After you have graded the student’s test, they can see your feedback in their My Grades area.
• Unlike for Assignments, which has a View Rubric button on the main My Grades page, students will need to access their test submission to review the rubric. *(Be sure to tell students if you graded via rubric so they know to access the rubric after grading. You could indicate this in the general feedback.)*
• First, they need to click on the name of the exam.
• On the View Attempts page, click on the grade.

![View Attempts](image)

• On the Review Test Submission page, click on View Rubric.

![Review Test Submission](image)
Feedback will appear as below in Grid View.

**Rubric Detail**

A rubric lists grading criteria that instructors use to evaluate student work. Your instructor linked a rubric to this item and made it available to you. Select Grid View or List View to change the rubric's layout.

Name: Essay Question sample rubric

Grid View | List View
---|---

**Topic**

- **Novice**
  - 1 (66.6666%)
  - Topic undefined or unrelated

- **Competent**
  - 3 (20.00%)
  - Topic relevant but without focus

- **Proficient**
  - 5 (33.3333%)
  - Topic relevant and with specific focus throughout response
  - Feedback: Great job.

**Critical Thought**

- **Novice**
  - 1 (66.6666%)
  - No critical thought given to specified topic

- **Competent**
  - 3 (20.00%)
  - Lacked development but showed marginal critical thought

- **Proficient**
  - 5 (33.3333%)
  - Showed evident process of critical thought
  - Feedback: Well thought out.

**Grammar**

- **Novice**
  - 1 (66.6666%)
  - Poor sentence structure, grammar usage, etc.

- **Competent**
  - 3 (20.00%)
  - Fair sentence structure, grammar usage, etc.
  - Feedback: Be sure to proofread your work.

- **Proficient**
  - 5 (33.3333%)
  - Good sentence structure, grammar usage, etc.

The rubric total value of 13.00 has been overridden with a value of 13.00 out of 15.

Name: Essay Question sample rubric

The student can also view general grading feedback by clicking on the icon next to their grade.
Since rubric creation is course specific, you may consider exporting them to other courses – especially if they are very general guidelines, as rubrics for Discussion Board posts and replies often are.

1. Exporting a Rubric from Your Course

- First, go into the course where you created a rubric.
- Under the Control Panel, click on Course Tools then Rubrics.

![Course Management Menu]

- You will see all of the rubrics that you have created within this course.

**Rubrics**

<table>
<thead>
<tr>
<th>Create Rubric</th>
<th>Import Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- To export, click the box to the left of the rubric title.
• Click Export at the top of the rubric list.

![Image of the Export button]

• Once at the Rubric Export Settings page, leave the default settings as they are and click Submit.

![Image of the Rubric Export Settings form]

• Click Download.

![Image of the Download Exported Rubric(s) form]

• A Save To... box will appear.
• Save the file somewhere you will find it.
• Depending on how large the file is, it may take a second or two to download.
• The file will be zipped. Do not unzip it or attempt to open it, at the risk of corrupting it.
2. Importing a Rubric to Your Course

- Go to the course where you want to import the rubric.
- Under the Control Panel, click on Course Tools then Rubrics.
- Click on Import Rubric on your action bar on the top left.
- Click on Browse My Computer.
- A File Upload box will appear.
- Find your zipped, exported rubric and click Open.
  - You cannot import a rubric that is not in a zip file.
- Click Submit.
- Again, depending on how large your file is, it may take a few seconds to process.
- You will get the Import Results.
- Click OK at the bottom of the page.
- In your Rubrics area, you should now have a copy of your rubric.
• To change the name, hover over the rubric title and click on the drop-down arrow to the right of the title.

  Copy of General Sample: Discussion Board Rubric

• Choose the Edit option.

• You may now edit the title as well as the entire rubric for use in this course.